

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

MEMORANDUM

DATE: February 11, 2019

TO: Special Education Personnel

FROM: Derek Coryell, Interim Executive Director of Special Education

RE: Important End of Year Timelines **(2019)**

Please remember that once signed consent for evaluation has been received, we have 90 days to determine eligibility and, if eligible, to implement the IEP. Every attempt should be made to complete testing and hold the ESER/IEP meeting before the end of the school year.

Additionally, please consider looking ahead to IEPs and ESERs that will come due at the beginning of the next school year. A good rule of thumb is to hold any meeting that will be due prior to October 1st before the end of this school year, adhering to the deadlines listed below.

Special Education deadlines should be noted on your calendars as follows:

April 1: Requests for OT/PT screens must be given to OT/PTs.

April 1: Referrals must be in to ABEL.

April 15: Psychological testing referrals to your school psychologist.

May 6: All annual reviews or 3 year re-evaluation meetings should take place prior to **May 6th**.

May 6: Indicators 7 and 13 sent to Amie Maranville in the Special Education department.

May 10: All paperwork must be sent to the Special Education records secretary by **May 10**.

Per FNSBSD procedural guidelines, all special education paperwork must be finalized, uploaded, and sent to the Special Education office within 10 school days of the meeting. Please adhere to the May 10th deadline for any meetings held after April 29 so that filing may be completed before the end of the school year. Thank you for your cooperation. Your help with this effort is much appreciated. Meeting these deadlines will enable all of us to have a smooth and orderly closeout this school year.

Cc: Karen Gaborik, Superintendent
Building Principals